**Subject:** MySCLearning Updates
**Audience:** AST Leads, HR Directors

SAP provides quarterly updates to modules of the SuccessFactors suite (e.g., LMS). The SCEIS Team is pleased to announce the following update to MySCLearning, effective June 5, 2017:
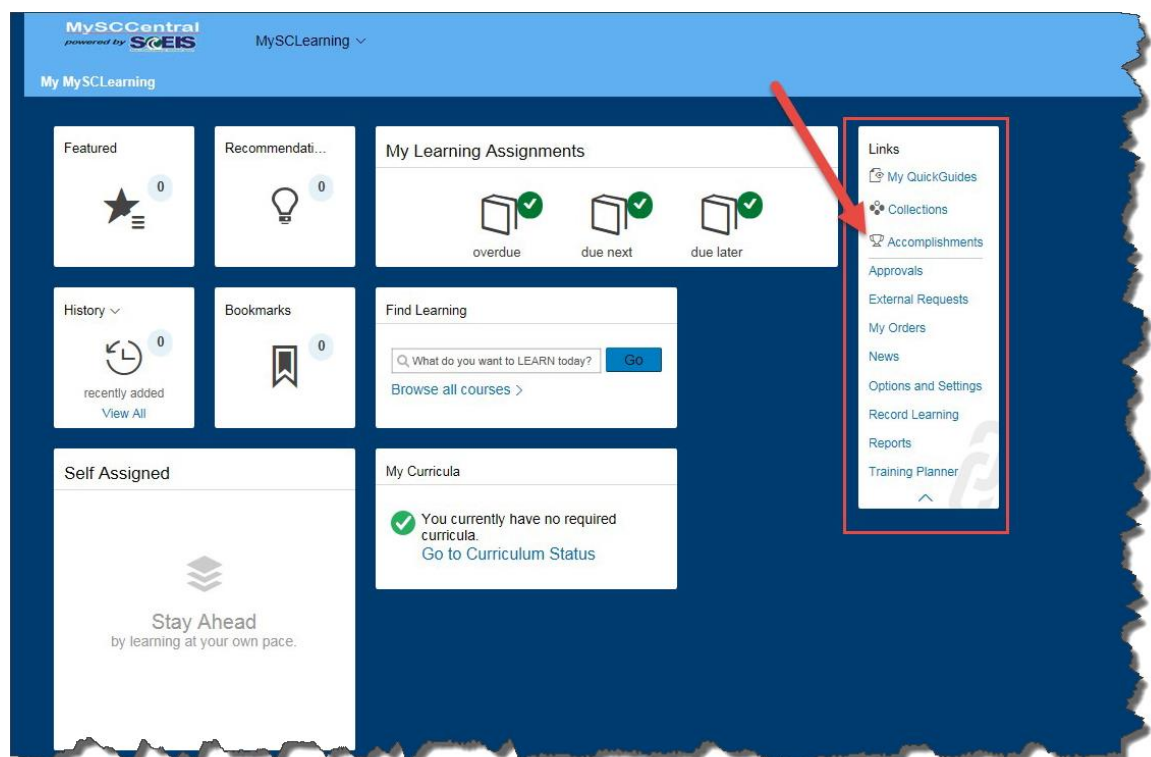
## Learning Accomplishments

Learning Accomplishments creates a more dynamic and engaging learning experience for SCEIS Users by allowing state employees to:

- Select their topics of interest
- Determine the number of courses they wish to take in a month
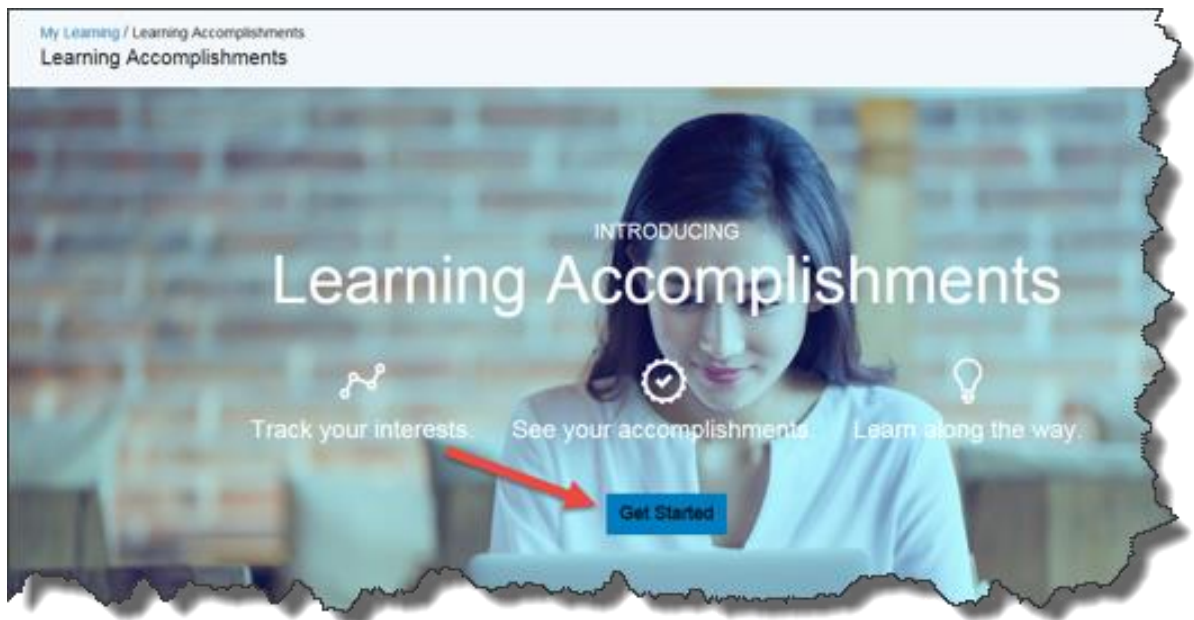- Track their progress through time

## A. Selecting Topics and Setting Number of Courses per Month

*To begin using Learning Accomplishments, log in to MySCLearning and open the MySCLearning Page (Instructions).*

> **Step 1:** Access Accomplishments via the "Links" tile.

When the Introducing Learning Accomplishments window opens, select "Get Started"
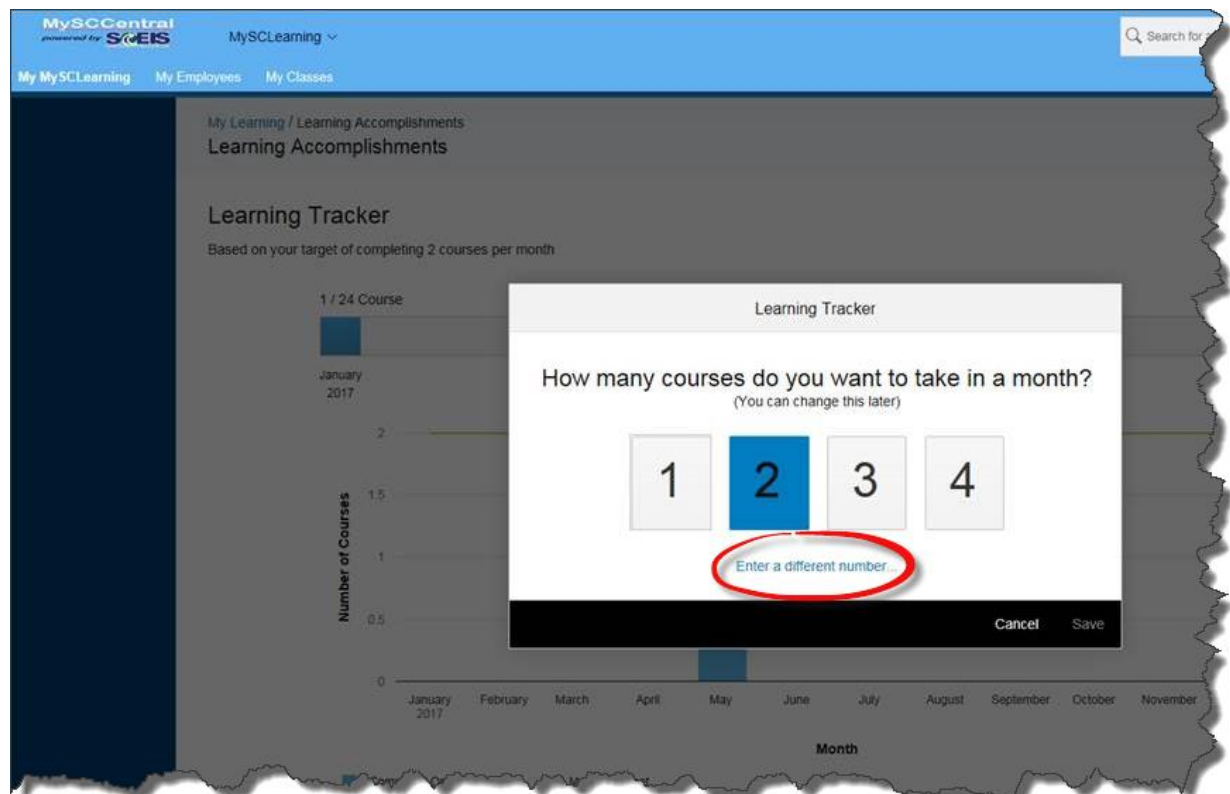


**Step 2:** Select up to six topics of interest to you. These topics originate from catalogs available to you or created by your agency. Then select "Next."
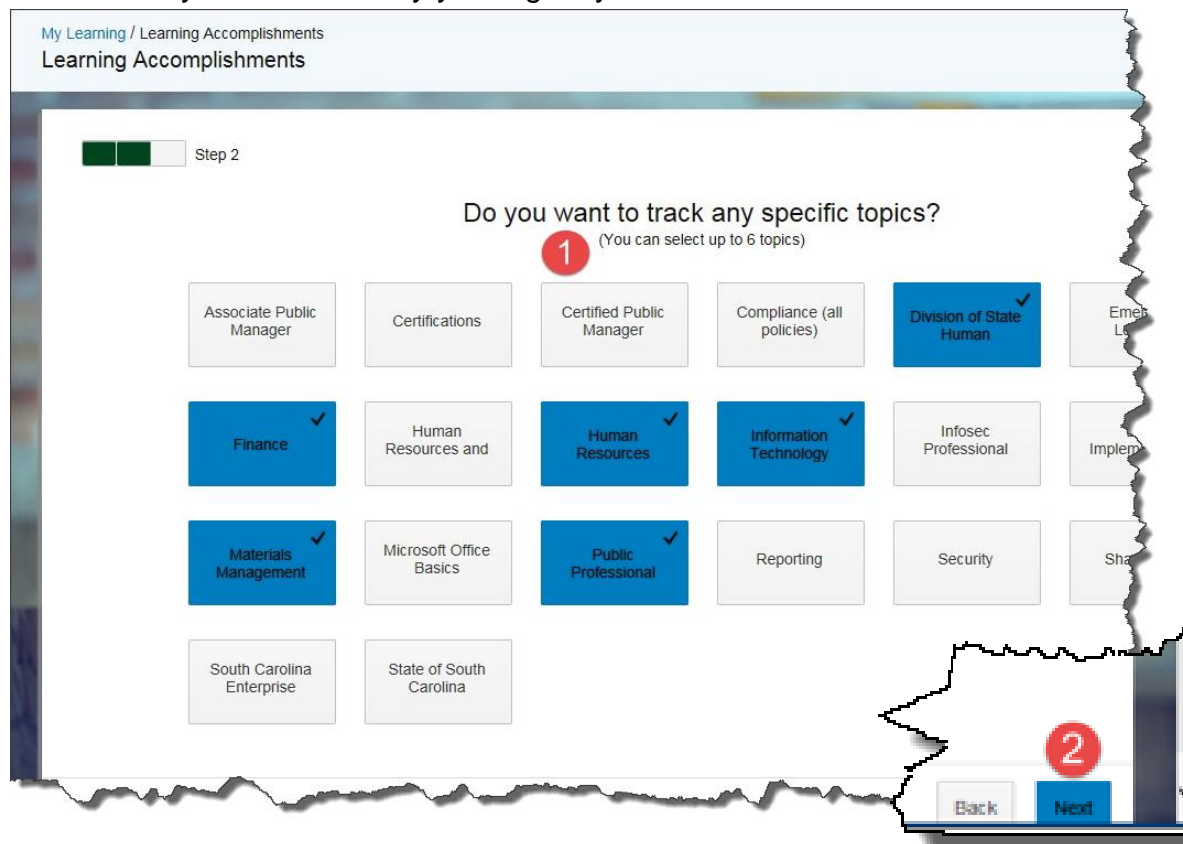
**Step 3:** Select the number of courses you would like to take per month and then select "Save."

*Please note: Standard choices are 1-4, but you can enter a higher monthly frequency (e.g., 5-10) by selecting "Enter a different number." This can be changed later.*
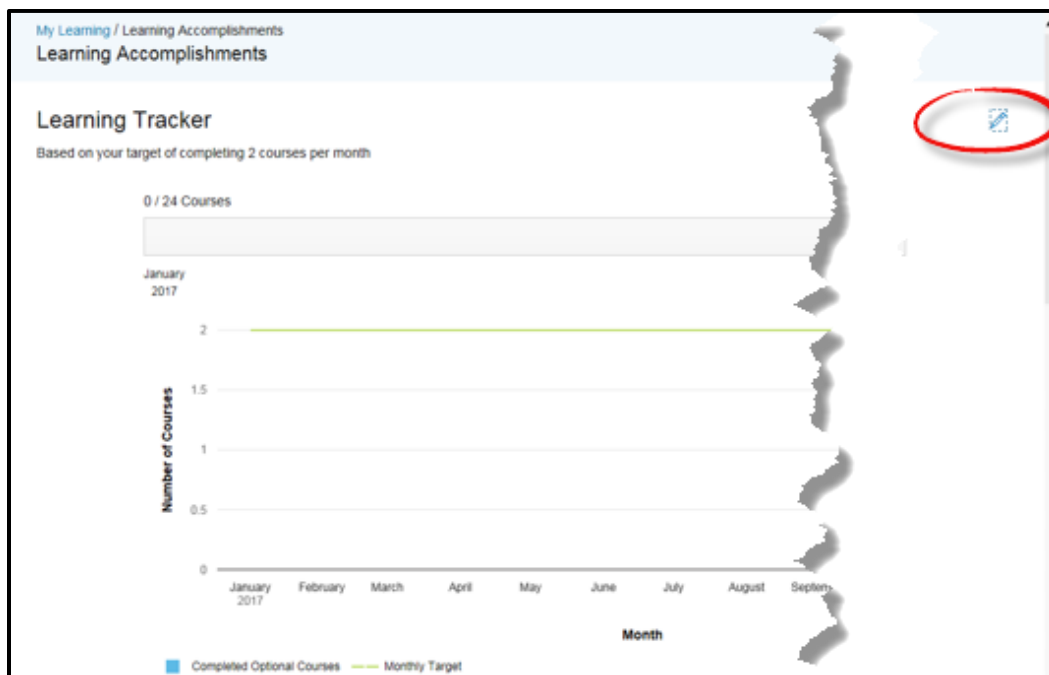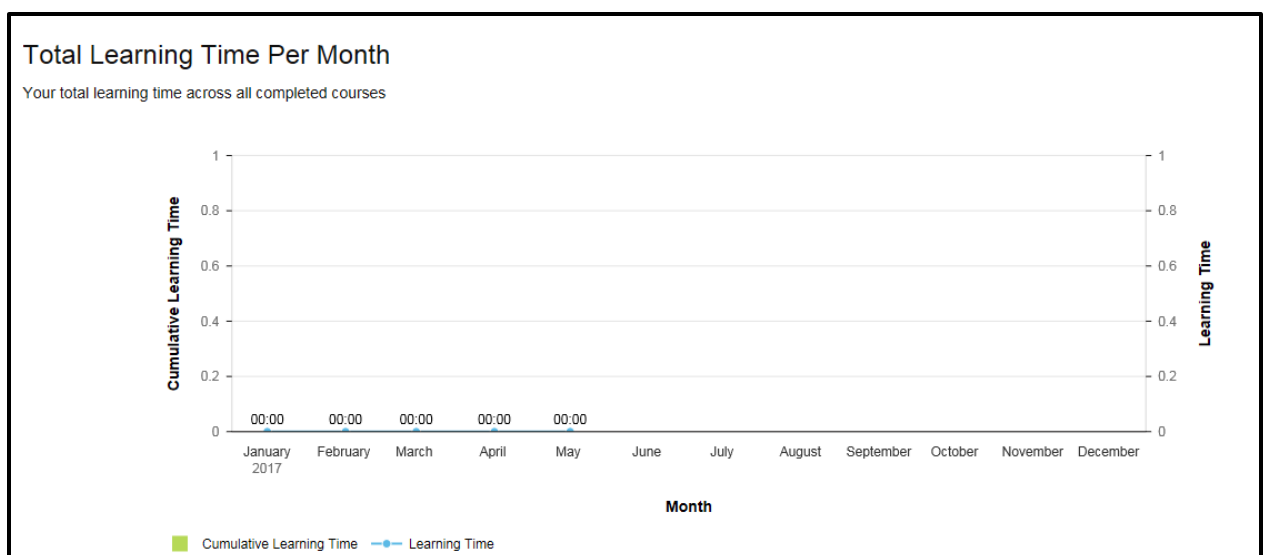
**B. Tracking Your Learning**

The Learning Tracker window will open and display your current status. It provides you with three graphics to help track your learning:
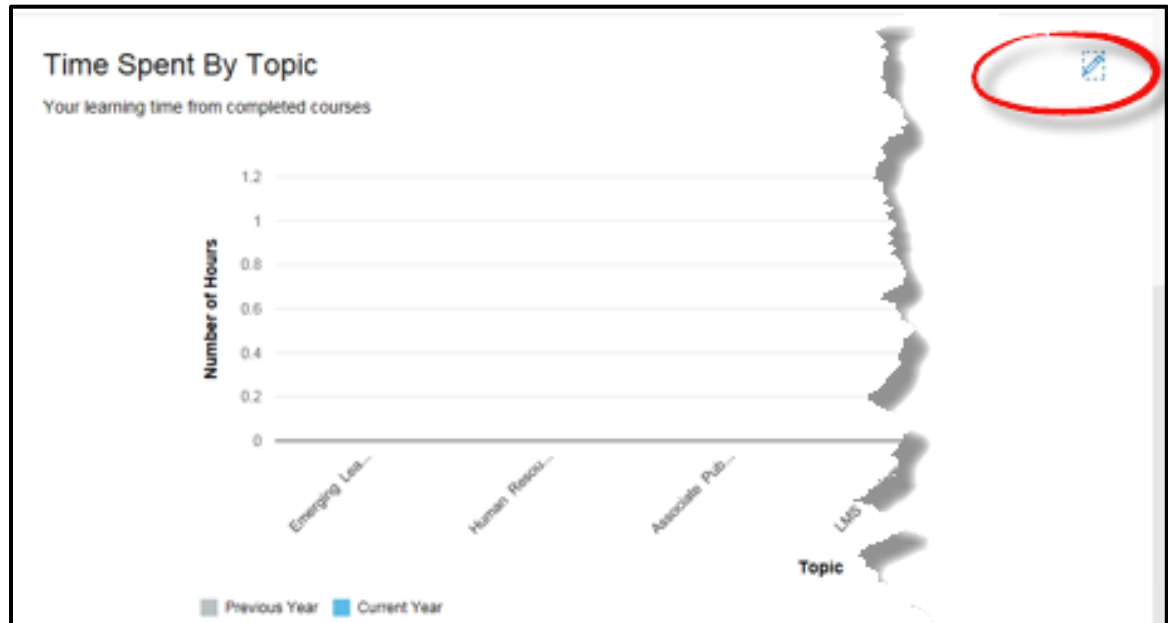
1. **Learning Tracker Graph:** Use the blue pencil ( ✎ ) to adjust the number of courses to be taken per month.
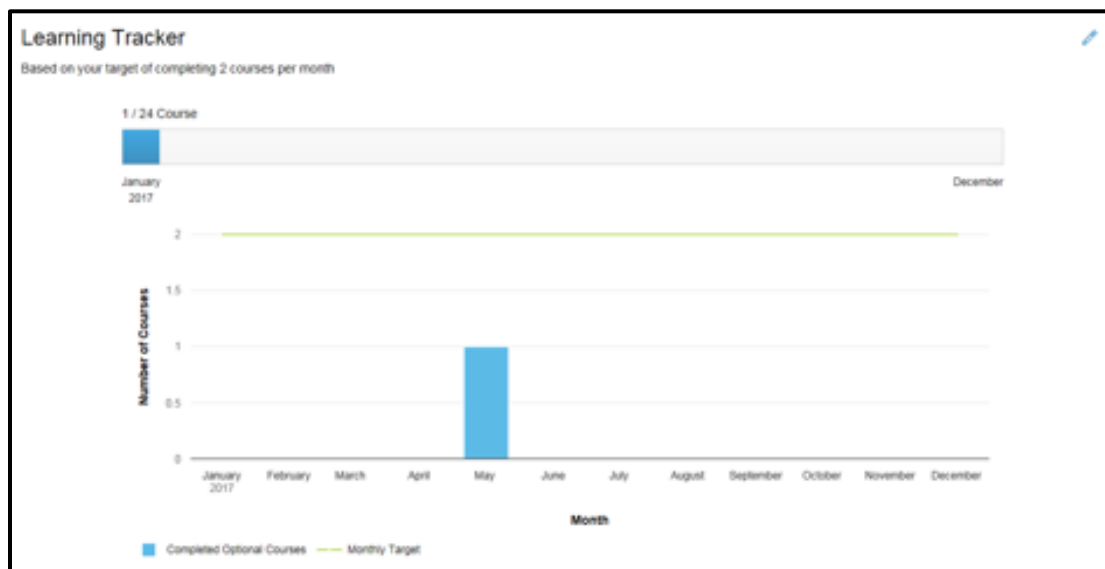


2. **Total Learning Time Per Month Graph**:

3. **Time Spent by Topic Graph**: Use the blue pencil ( ✏ ) to adjust the Topic/Subject Areas to track.



As you complete courses in MySCLearning, the Learning Tracker is updated. Once established, Learning Accomplishments are a quick way measure the progress of your learning activity:



If you have questions about this information, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: http://www.sceis.sc.gov/requests/.